

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

INDIANA OIC STATE COUNCIL

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 11:1	Satisfactory		

ACTION NEEDED: **No further action is needed.**

On-site Monitoring Visit Rubric

DOCUMENT ANALYSIS Components

NAME OF PROVIDER: INDIANA OIC STATE COUNCIL

SITE: Riverside Elementary School (IPS #44)

DATE OF SITE VISIT: 3/22/06

DATE DOCUMENTATION RECEIVED: 4/6/06

REVIEWER: ST/MC

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor resumes Tutor contract		X	Tutor qualifications match provider application.
Recruiting materials	TWO of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Recruitment flyers Advertising materials Student registration form		X	Recruitment materials are appropriate given provider's clarification statement regarding licensure and staff trainings, the incentive policy and modifications that will be made to recruitment flyer.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	K+ lesson plan Specific connections to IN academic standards		X	Lesson plan submitted matches observed lesson and provider application. Lesson plan connects to IN academic standards.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Progress report Notice to parents Sample program report card		X	Progress report and notice to parents match provider application.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: INDIANA OIC STATE COUNCIL
SITE: Riverside Elementary School (IPS #44)
TUTOR'S INITIALS (ALL TUTORS OBSERVED): Classroom
NUMBER OF LESSONS OBSERVED: 1

DATE: March 22, 2006
REVIEWER: ST/MC
TIME OF OBSERVATION: 2:00-3:00pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Students worked individually (as a class) on writing and spelling assignments wherein they were instructed to practice writing spelling words and writing the alphabet. Once students were finished with their individual assignment, the instructors reviewed their work and allowed them to select a learning center activity (skill building activities such as alphabet memory games, shape puzzles, or number ordering games) with a small group. Observed lesson matches lessons from provider application.
Instruction is clear	X		Instruction was clear for the most part. Instructors were able to give personal attention and good feedback to students who needed more clarification.
Time on task is appropriate	X		Students were on task as much as could be expected given the attention span for Kindergarteners. Instructors were able to redirect several students who were distracted by reminding them of class rules.
Instructor is appropriately knowledgeable	X		Instructors seemed skilled at teaching concepts and recognizing students' ability levels.
Student/instructor ratio: <u>about 11:1</u>	X		Observed ratio was less than the 15:1 ratio listed in provider application. Application notes that instruction will be either 1:1 or in small groups, however, small group instruction was observed.

On-site Monitoring Visit Rubric

COMPLIANCE Components

NAME OF PROVIDER: INDIANA OIC STATE COUNCIL

SITE: Riverside Elementary School (IPS #44)

DATE OF SITE VISIT: 3/22/06

DATE DOCUMENTATION RECEIVED: 4/6/06

REVIEWER: ST/MC

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks	X	
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Parent release form Evacuation plans	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Audited financial statement from 2004 Tax returns FY'04 & '05 Proof of Liability Insurance	X	